



P.O. Box 303605 • Montgomery, Alabama 36130-3605 / Overnight Delivery: 445 Herron Street • Montgomery, Alabama 36104
Telephone (334) 242-2230 / Facsimile (334) 263-1397

LICENSE REQUIREMENTS – Who Must Be Licensed?

ACCORDING TO ALA. CODE § 34-14A-2:

“One who constructs a residence or structure for sale or who, for a fixed price, commission, fee, or wage, undertakes or offers to undertake the construction or superintending of the construction, or who manages, supervises, assists, or provides consultation to the homeowner regarding the construction or superintending of the construction, of any residence or structure which is not over three floors in height and which does not have more than four units in an apartment complex, or the repair, improvement, or reimprovement thereof, to be used by another as a residence when the cost of the undertaking exceeds ten thousand dollars (\$10,000.00). Nothing herein shall prevent any person from performing these acts on his or her own residence or on his or her other real estate holdings. Anyone who engages or offers to engage in such undertaking in this state shall be deemed to have engaged in the business of residential home building.”

Licenses will be issued only to individuals, partnerships, corporations, limited liability companies, and non-profit organizations. The extent to which a residential home builder may engage in the residential home building business depends upon the type of license held.

INSTRUCTIONS

1. APPLICATION

All applicants must file an accurate, complete and notarized application for license with the Board.

2. BUSINESS-RELATED FINANCIAL REQUIREMENTS

All applicants must order a business-related credit report, including a public records search, to be submitted directly to the Board by a credit reporting agency. An applicant whose application is pending for more than 90 days may be required to file an updated credit report. An order form is enclosed for your convenience.

3. FEES

The annual license fee is \$205.00. A non-refundable \$100.00 new license application processing fee must also accompany applications for a new license. Please make checks, in the amount of \$305.00 payable to the Home Builders Licensure Board. The Board accepts personal or company checks, cashier's checks, certified checks, or money orders. The Board does not accept cash payments or credit cards. **All fees must be paid before the application is processed.** Upon written request, the annual license fee will be refunded in the event an application is rejected or denied.

4. WRITTEN EXAMINATION

All applicants will be required to pass a written examination testing experience and ability prior to licensure. Testing information is enclosed. Additional information regarding the written examination is available on the Board's website: www.hblb.alabama.gov. All testing fees will be paid directly to the testing agency.

APPLICATION CHECKLIST

- Application completed, signed and notarized. **(Corporation, partnership and limited liability company applications must have signatures notarized in both Sections 6 and 7.)**
- Check, cashier's check, certified check, or money order in the amount of \$305.00 made payable to Home Builders Licensure Board enclosed. The Board does not accept cash payments or credit cards.
- Ordered Business-Related Credit Report
- Attach Certificate of Good Standing from the Alabama Department of Revenue if a corporation, limited liability company, or limited partnership.
- Attach Certificate of Existence from the Alabama Secretary of State if a foreign (out-of-state) corporation, limited liability company, or limited partnership.
- Attach a copy of the Articles of Incorporation, Partnership Agreement, or Articles of Organization, WHICH HAVE BEEN FILED WITH THE PROBATE JUDGE, if a corporation, limited liability company, or limited partnership. Additionally, if applying as a corporation, attach a separate listing of officers, i.e., copy of signed minutes, amendment to articles, or other signed document reflecting the current officers.